

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	2.121
	STATE OF HAWAII	2.122
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Class Specifications
for the Series

PUBLIC HEALTH ADMINISTRATIVE OFFICER III, IV, V & VI
(PUBLIC HEALTH ADM OFFCR III, IV, V & VI)

Series Definition:

Positions in this series are involved with direct assistance to a public health program in providing and obtaining a variety of management services in the direction and operation of that organizational component. A position in this series is involved in the total management process, and the proficiency required involves many aspects of management. However, services are also received from such central staff offices as personnel, accounting, budgeting and procurement, having substantial authority to complete action in administrative matters; and a position in this series normally has few or no professional subordinates in personnel management, fiscal management, procurement; etc.

The Public Health Administrative Officer aids in getting things done through knowledge of and skill in dealing with organizations, methods, funds, people, equipment and the other tools or resources of management. Ordinarily, the focus of the work is in the management of financial and human resources; however, an administrative officer also performs key work in several other vital functions or services, such as program evaluation and analysis, budgeting, management analysis, procurement, service contract negotiations and administration, reports management, data processing and similar or closely related activities.

The paramount requirements are knowledge and understanding of management principles and practices, methods, and techniques and skill in integrating management services with the line management of a public health program. It also requires knowledge of the organization served and its mission, including the relative importance of various work operations and management services to these operations. Most importantly, a position in this series requires the ability to apply the knowledge and understanding of administration to solve the practical problems of management. Levels in this series are distinguished on the basis of scope and complexity of functions performed, i.e., the degree of originality required, nature and scope of commitments, recommendations and decisions made; the complexity, scope and variety of programs serviced; the size and scope of the organization serviced; and knowledge and abilities required.

Distinguishing Characteristics:

Public Health Administrative Officer III: This class reflects responsibility for assisting in overseeing the administrative aspects of a public health program and organization of limited size, scope and complexity that involves limited administrative and program requirements (e.g., services for children and adolescents in the Central Oahu district, Leeward Oahu district, etc.). Duties include managing operational details, providing guidance and advice to component organizational units, and overseeing conformance to administrative plans, policies and procedures; and serving as liaison between the program and other offices and agencies.

Public Health Administrative Officer IV: This level reflects responsibility for assisting a public health program supervisor or manager in developing and overseeing the administrative aspects of a major subprogram of a larger statewide program. Positions in this class typically are located in a program and organization of considerable size, scope and complexity. Positions may also supervise lower level professional and/or clerical support positions.

Public Health Administrative Officer V: This level reflects responsibility for assisting a public health program administrator in developing and overseeing the administrative aspects of a major statewide program, or several major programs for an island district. Positions in this class typically are located in a program and organization of substantial size, scope and complexity where public health requirements dictate the need for a variety and scope of services and activities, several subordinate organizational components and layers of supervision; and dispersion of operational responsibilities through several public health districts. Positions also may supervise lower level professional and/or clerical support positions.

Public Health Administrative Officer VI: This level of work reflects responsibility for assisting a public health administrator in developing and overseeing the administrative aspects of a major statewide program affecting a broad area of public health, and an organization of extensive size, scope, complexity and diversity. The organization consists of several subordinate levels and involves an extensive formalized system of internal procedures and administrative controls. Subordinate levels are divided into specialized and distinct segments, which in

turn, are further divided, requiring several levels of supervision. Positions also may supervise lower level professionals and/or clerical support staff.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Assist in the formulation and statement of goals and objectives for public health programs, administrative functions relating to fiscal and personnel management, and budgetary requirements.
2. Draft plans and justifications for grants, projects and appropriations; and conduct studies of operational needs and recommend policies, procedures, budget requirements, manpower needs, organizational changes to achieve operational efficiencies securing specialized assistance, etc.
3. Assure expenditures are in compliance with approved budget, statutes, rules, regulations and policies.
4. Coordinate, review and insure that personnel actions and services are conducted in accordance with applicable statutes, rules, regulations and policies.
5. Draft operational manual, appropriate forms and instructions; and promote adherence to administrative procedures through personal instruction and assistance to program administrator and other staff members.
6. Evaluate and interpret operational data and make appropriate recommendations; and draft reports and correspondence.
7. Maintain liaison and secure the assistance of departmental staff offices and the services of other agencies.
8. Conduct appropriate negotiations for services, including fee schedules with private individuals and organizations.
9. Promote community awareness and/or involvement in program(s) through public contacts and informational activities.
10. Participate in or conduct investigations and grievance hearings on personnel matters.
11. Assist in preparing proposed legislation and analyze the impact of proposed legislation on public health programs.

Knowledge and Abilities Required:

Public Health Administrative Officer III:

Knowledge of: General principles and practices of administration and report writing.

Ability to: Assist in the analysis and formulation of public health programs and operational details for a program of limited size, scope and complexity; maintain effective liaison, cooperation and adherence to program plans, policies, and procedures; and communicate effectively, both orally and in writing.

Public Health Administrative Officer IV: In addition to the knowledge and abilities identified above for the next lower level, applicants for this class must possess the following: general knowledge of public health programs and services; and the ability to assist in the analysis and formulation of a public health program and operational details for a program and organization of considerable size, scope and complexity.

Public Health Administrative Officer V: In addition to the knowledge and abilities identified above for the next lower level, applicants for this class must possess the following: knowledge of principles and practices of administration, with particular emphasis on program planning and evaluation, and fiscal and personnel management; public health programs and services; principles and practices of public health administration; and the ability to analyze public health needs and formulate projects and programs, and develop effective operational details for an organizational component and program of substantial size, scope and complexity.

Public Health Administrative Officer VI: In addition to the knowledge identified above for the next lower level, applicants for this class must possess the ability to analyze public health needs and formulate projects and programs, and develop effective operational details for an organizational component and program of extensive size, scope and complexity and diversity.

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This is an amendment to the specification for class PUBLIC HEALTH ADMINISTRATIVE OFFICER (PUBLIC HEALTH ADM OFFCR) III which was approved on September 30, 1970; and the classes PUBLIC HEALTH ADMINISTRATIVE OFFICER (PUBLIC HEALTH ADM OFFCR) IV, V and VI which was approved on June 27, 1968.

DATE APPROVED: 2/9/01

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